



# Town of Alton

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Planning Department PO Box 659 1 Monument Sq. Alton NH 03809  
Phone 603-875-2162 Fax 603-875-2163 TDD 603-875-0111

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## **SUBDIVISION APPLICATION INFORMATION - LOT LINE ADJUSTMENT**

Whenever any subdivision of land is proposed, no land within that proposed subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started; no permit for the erection of buildings shall be issued; and, no subdivision plat shall be filed with the Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued.

### FINAL APPLICATION FOR MAJOR AND MINOR SUBDIVISIONS; LOT LINE ADJUSTMENT APPLICATIONS:

1. A completed Final Application for Major or Minor Subdivisions, or Lot Line Adjustments shall be filed with the Planning Board 21 days prior to the regular scheduled meeting for Planning Board review. A completed Final Application shall consist of all data required in SECTION VII, C., of these regulations unless one or more submission requirements are waived by the Planning Board before acceptance of the application as complete.
2. At the next meeting no more than 30 days from the date of delivery for which notice can be posted, the Board shall determine whether the application is complete. If the application is incomplete, the Board shall identify the missing items and notify the applicant.
3. Acceptance of a completed application shall only occur at a meeting of the Planning Board after due notification has been given according to SECTION IV, D. Acceptance of a completed application shall be by affirmative vote of a majority of the Board.
4. See also Section VII for Application Submittal Requirements.

If you have any questions please feel free to contact the Planning Department at 875-2162.

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5/8/17



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## Subdivision LOT LINE ADJUSTMENT APPLICATION FORM

Date Received \_\_\_\_\_

Case # \_\_\_\_\_

### PARCEL #1

Applicant or Agent of Owner (If different than property owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner of Record:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning of Parcel \_\_\_\_\_

Number of Lots \_\_\_\_\_

Frontage on what Road(s)?; Include new road name if applicable:

\_\_\_\_\_



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## PARCEL #2

Applicant or Agent of Owner (If different than property owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Owner of Record:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning of Parcel \_\_\_\_\_

Number of Lots \_\_\_\_\_

Frontage on what Road(s)?; Include new road name if applicable:

\_\_\_\_\_

Water: Municipal \_\_\_\_\_ OR Well \_\_\_\_\_

Special Exception or Variance Granted by the ZBA: YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, provide the applicable date(s): \_\_\_\_\_

This plan represents an amended plan: YES \_\_\_\_\_ NO \_\_\_\_\_

Date of Conceptual Consultation, if any: \_\_\_\_\_

Date of Design Review, if any: \_\_\_\_\_



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I/We have read the Subdivision Regulations, and the Town of Alton Zoning Ordinance, and agree to be bound by them and all applicable State, Federal, and Local Laws and regulations. I/We understand that no land within the proposed subdivision shall be sold, transferred, leased, altered, or cleared; no road construction or building development shall be started; no permit for the erection of buildings shall be issued; and, no subdivision plat shall be filed with the Belknap County Registry of Deeds until all required Land Use permits and approvals shall have been issued. I/We understand that failure to comply with the applicable regulations, ordinances, and laws may result in revocation of or denial of approvals or permits by the Town.

I/We understand that a lot line adjustment approval by the Planning Board constitutes recognition that the lot configurations are in conformance with local land use regulations. To complete the lot line adjustment, deeds must be transferred and recorded and this is the applicant's responsibility.

I/WE understand all information required by regulations must be supplied; noncompliance is grounds for denial. (RSA 676:4)

I/We understand that the Alton Planning Department must have on file a completed application with all required submissions as outlined in the Subdivision Regulations at least 21 days prior to the regularly scheduled meeting at which it is intended for submission.

## Parcel #1

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## Parcel #2

Signature of Applicant or Agent authorized by Owner: (Authorization Letter Attached)

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



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## Subdivision LOT LINE ADJUSTMENT APPLICATION APPLICATION FEE SCHEDULE

Received From: \_\_\_\_\_

Date: \_\_\_\_\_

Case # \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_

|   |                 |
|---|-----------------|
| Application Fees for Planning Board - Subdivision Lot Line Adjustment                                     | \$ _____        |
| Application - \$75 for first 2 lots & \$75 per each additional lot included<br>in the lot line adjustment |                 |
| Abutter Fee: \$6 per abutter X total number of notices<br>(including owner/applicant/agent)               | \$ _____        |
| Notice of Decision Fee for Owner(s) and Authorized Agent: \$1.00 each                                     | \$ _____        |
| Newspaper Notification Fee: \$75.00   | \$ <u>75.00</u> |
| Fee for notifying NHDES Dam Bureau if subdivision is within 500 feet of<br>a body of water: \$2.00        | \$ _____        |
| Admin. Fee for Legal Review if required \$350.00  | \$ _____        |
| <b>TOTAL</b>  | <b>\$ _____</b> |

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## ALTON LOT LINE ADJUSTMENT APPLICATION CHECKLIST

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### General Information

1. **Checklist:** The applicant shall complete this checklist as part of every Lot Line Adjustment Application. The applicant shall either (1) submit the checklist item with the application or request a waiver(s) separately in writing or (2) note its non-applicability. This checklist is not intended to be a replacement for thorough review of the Subdivision Regulations. This checklist is intended to be used as an aid in the preparation and review of the subdivision plan.
2. **Professional Stamps:** All subdivision plans shall be prepared and stamped by a licensed land surveyor in the State of New Hampshire. A wetland or soil scientist shall show delineation of wetlands and shall stamp and sign the plans on which their delineations are shown. An engineer, architect or other professional, as appropriate, shall stamp any plans showing proposed improvements.
3. **Filing:** Applications and checklists shall be filed with the Planning Department not less than 21 days before the regularly scheduled meeting at which it is intended for submission.
4. **Waivers:** For any item checked "Waiver Requested", the applicant shall attach a separate letter indicating the reason(s) for seeking a waiver request. See Section III, C. of the Subdivision Regulations.
5. An application for a Lot Line Adjustment shall include the following information, per Subdivision Regulations Section VII, F.:

| <u>Item</u>  | <u>Provided</u> | <u>Planning Board</u> |
|--|-----------------|-----------------------|
| 1. An application form completed and signed by the landowner(s) or authorized agent  |                 |                       |
| 2. A completed application checklist   |                 |                       |
| 3. Written authorization from the landowner(s) of record for any agent(s) to represent and sign for the landowner(s)   |                 |                       |
| 4. An abutter's list to include: <ol style="list-style-type: none"> <li>a. Names and addresses of all abutters, taken from the Town records not more than five (5) days before the day of filing;</li> <li>b. The name and address of any professional(s) assisting with preparing the application and subdivision plans;</li> <li>c. Names and addresses of all holders of conservation, preservation or agricultural preservation restrictions; and,</li> <li>d. The landowner(s) and applicant(s) if different from the landowner(s)</li> </ol> |                 |                       |
| 5. Payment of the application fees, based on the current Planning Board fee schedule   |                 |                       |
| 6. Any requests for waivers presented in writing shall cite the specific section of the regulations requested to be waived and shall include the rationale for the waiver(s) as provided in SECTION III, C. Waiver of Requirements.  |                 |                       |
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| Item   | Provided | Planning Board |
|--|----------|----------------|
| 7. Two (2) paper copies of the full-scale lot line adjustment plat drawn to a scale of one (1) inch equals one hundred (100) feet (22" x 34") and ten (10) <b>legible</b> paper copies of the reduced-scale plan (11" x 17") |          |                |
| 8. No. 10 business envelopes with abutters' mailing information already complete. <b>(DO NOT PUT RETURN ADDRESS) (1 extra envelope for each owner/applicant/agent/etc. to receive a Notice of Decision)</b>                  |          |                |

## Contents to be submitted for a Lot Line Adjustment Application:

| Regulation Number | Item and Description  | Provided or N/A | Waiver Requested | Planning Board |
|-------------------|---|-----------------|------------------|----------------|
| VII, F.7.         | Plans and Maps:   |                 |                  |                |
|                   | Two (2) paper copies of the full-scale lot line adjustment plat drawn to a scale of one (1) inch equals one hundred (100) feet (22" x 34") and ten (10) <b>legible</b> paper copies of the reduced-scale plan (11" x 17") |                 |                  |                |
| VII, F.7.         | Required plans shall include the following:   |                 |                  |                |
|                   | a. Name, address, signature and seal by a NH Licensed Land Surveyor   |                 |                  |                |
|                   | b. Name of the Town and Lot Line Adjustment   |                 |                  |                |
|                   | c. Name(s) and address(es) of property owner(s) and applicant(s), if different  |                 |                  |                |
|                   | d. Names, addresses and tax map and lot numbers of all abutters as they appear in the Town records not more than five (5) days before the date of filing the application  |                 |                  |                |
|                   | e. Complete boundary survey showing metes and bounds for each of the properties involved in the lot line adjustment showing the boundary line to be moved as a dashed line and the new boundary line as a solid line      |                 |                  |                |
|                   | f. Include a notation on the plat which explains the parcels and sizes as they exist before the lot line adjustment and the parcels and sizes which would result with approval of the lot line adjustment                 |                 |                  |                |
|                   | g. Show all jurisdictional Wetlands as defined by the Zoning Ordinance and the 25 foot Wetland Buffers regulated by the Zoning Ordinance  |                 |                  |                |
|                   | h. Show all areas with slopes in excess of 25%  |                 |                  |                |
|                   |   |                 |                  |                |







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| <b>Regulation Number</b> | <b>Item and Description</b>  | <b>Provided or N/A</b> | <b>Waiver Requested</b> | <b>Planning Board</b> |
|--------------------------|--|------------------------|-------------------------|-----------------------|
| III, H.                  | Regional Impact  |                        |                         |                       |
|                          | Pursuant to RSA 36:56 and 36:57, as amended, upon receipt of an application for development, the Planning Board shall review it promptly and determine whether or not the development, if approved, could reasonably be construed as having the potential for regional impact. (See Definitions Section II.) |                        |                         |                       |

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